

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR III -
Administrative Review and Risk Management

SALARY GROUP: B19

DEPARTMENT: Administrative Review and Risk Management Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Paul Morales DATE: 02/11/2015

POSITION #: 019140

I. JOB SUMMARY

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates the American Correctional Association (ACA) and Prison Rape Elimination Act (PREA) compliance programs; develops and recommends program guidelines, policies, procedures, rules, and regulations; conducts reviews and program assessments to determine trends and ensure compliance with accreditation requirements, policies, and procedures; and prepares and reviews reports on the effectiveness of program activities.
 - B. Participates in the development of program goals and objectives; conducts research regarding ACA and PREA standards to include current and revised standards and issues of non-compliance; prepares justifications for the implementation of policy and procedural changes; and prepares and oversees the preparation of policy and procedural manuals.
 - C. Prepares and conducts presentations of ACA and PREA topics to agency staff and management; confers with program staff on program issues and problems to identify and implement solutions; and serves as liaison to agency staff, other departments of agency, other agencies, and the public.
 - D. Assigns and supervises the work of others; assists in training unit staff in ACA and PREA subject matters; and provides training and technical assistance in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning program administration or criminal justice experience.
3. Two years full-time, wage-earning experience in the supervision of employees.
4. Data analysis, auditing, or correctional custody experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to review technical data and prepare technical reports.
7. Skill in administrative problem-solving techniques.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill to develop and evaluate administrative policies and procedures.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to assign and supervise the work of others.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.